

PERSONNEL RECORDS REVIEW WORKSHEET

Michigan Department of Consumer & Industry Services Bureau of Regulatory Services Division of Child Welfare Licensing

Name _____ Date Hired or Promoted _____

Current Position _____ 4116. Qualifies: Yes _____ No _____

Employee _____ Volunteer _____

4113. Is there a personnel record? Yes _____ No _____

Does the record contain:

(a) Name Yes _____ No _____

(b) Verification of education where specified by rule. Yes _____ No _____

(c) Work history Yes _____ No _____

(d) Statement of three (3) references (non-relative), by letter or documentation of conversation. Yes _____ No _____

(e) Record of any convictions other than minor traffic violations. Yes _____ No _____

(f) Performance evaluations within a probationary period. Yes _____ No _____

(g) Verification of health as specified by rule. Yes _____ No _____

4114. Tuberculosis screening for employees and volunteers 3 years prior to employment Yes _____ No _____

3 years thereafter Yes _____ No _____

(Volunteers who have contact with residents 4 + hours/week and 2 + consecutive weeks).

4128. Initial staff orientation and ongoing training

(1) Orientation Yes _____ No _____

(3) 50 hours planned training - 1st year Yes _____ No _____

25 hours planned training after 1st year. Yes _____ No _____